

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Community Development Officer	Department	Community Programs - Social Inclusion
Location	Port Lincoln, SA	Direct/Indirect Reports	0
Reports to	Regional Coordinator	Date Revised	Dec 2020
Industrial Instrument	SA Enterprise Bargaining Agreement		
Job Grade	Job Grade 3	Job Evaluation No:	HRC0028632

■ Position Summary

An individual at the Team Member level is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis

The Community Development Officer will coordinate and support the quality development and service delivery of Red Cross initiatives across South Australia. The Community Development Officer focuses on a whole of community approach to community, family and child safety inclusive of families and communities with an aim to develop locally designed solutions. The position will work to develop and leverage local community networks in order to build community and service provider capacity to address community level issues, while developing and maintaining partnerships with key stakeholder organizations.

■ Position Responsibilities

Key Responsibilities

- Participate in the planning, development, implementation, monitoring and evaluation of programs
- In consultation with key stakeholders and personnel, facilitate the development and implementation of activities and initiatives in accordance with relevant policy frameworks and community development principles
- Develop and deliver comprehensive reports, collation of statistics briefs and presentations to the Regional Coordinator on a monthly basis and as requested
- Work in collaboration with other program areas within the organisation in relation to initiatives concerning the respective target groups
- Engage with community members, including young people, to identify community responses that would be of benefit to them
- Ensure the delivery of prompt and efficient customer service to internal and external customers
- Convene and attend meetings, public speaking engagements and other relevant public forums as required to promote the Red Cross
- Ensure risk issues are identified and managed in conjunction with the Regional Coordinator
- Establish and maintain productive relationships with community organisations and other key stakeholders across all sectors within the region
- Conduct community and stakeholder consultations and negotiations within the region
- Advocate on behalf of community organisations and service providers for resources required to implement project response

- Ensure that service responses are developed in a culturally appropriate manner that maximises the involvement and decision making of local Aboriginal people
- Identify and respond to program risks in conjunction with the Regional Coordinator
- Undertake continuous identified professional development and training programs as required or as negotiated with the Regional Coordinator
- Coordinate events, keeping in budget and within guidelines in collaboration with the Regional Coordinator
- Participate in the planning, development, implementation, monitoring and evaluation of Food Security programs
- In consultation with key stakeholders and personnel, facilitate the development and implementation of Food Security activities and initiatives in accordance with relevant policy frameworks and community development principles
- Seek opportunities to collaborate with other Red Cross services in the region

■ Position Selection Criteria

Technical Competencies

- Understanding of Community Development Principles
- Demonstrated ability to manage multiple tasks and projects to achieve program outcomes
- Well developed communication skills
- Experience and/or skills in training and development
- Sound ability to evaluate and analyse information
- Ability to demonstrate initiative, and sound ability to solve complex problems
- Proven capacity to work autonomously and within a team environment
- Proficiency in MS Office suite of products
- Mentoring and facilitation and/or facilitation skills and experience
- Demonstrated ability to work cooperatively with internal and external stakeholders at various levels, establishing and maintaining strong partnerships
- Well developed problem solving and decision making abilities
- Relevant community development and training experience
- Proven highly developed organisational and time management skills
- Excellent records management and general office administration
- Highly developed communication and interpersonal skills including with people from a wide range of backgrounds

Qualifications/Licenses

- Current SA Drivers License or equivalent
- Relevant qualifications or experience in community capacity building and/or community development
- A Working with Children check is a mandatory requirement for this role

Behavioural Capabilities

- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Managing performance** | Demonstrated capability to take ownership of work and use initiative to deliver results. Accountable for own performance and ability to set clearly defined objectives for achievement.

- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.
- **Organisational effectiveness | Innovating and improving** | Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.
- **Organisational effectiveness | Managing risk** | Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.